



TRACES

TDS Reconciliation Analysis and Correction Enabling System

E-Tutorial

Request for Default Resolution

Declaration for Rectification of PAN Errors / Default in Original Statement

Declaration for Rectification of PAN Errors / Defaults in Original Statement

- Only TRACES Registered users can see this Declaration for PAN Errors / Defaults in Original Statement.
- Message will appear only in case of PAN Errors /Defaults or both have been identified in original statements. User can choose either of the three declarations mentioned below:

PAN Errors have been identified in TDS/TCS statements.

- I hereby declare that I will take necessary measures to rectify the PAN Errors.
- I am aware of the PAN errors and necessary action has been taken.

Defaults have also been identified in TDS/TCS statements.


- I hereby declare that I will view the defaults in my statement and if required, identify the challans to be tagged to resolve the defaults.
- By clicking on “ I Accept” a success message will appear on the screen , deductor can click on OK and proceed with closeure of defaults .

Login to TRACES


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 **TDS**
Centralized Processing Cell

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Home Deductor **Help**

Login

User Id* ?

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh image

Enter text as in above image* Verification Code is mandatory

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

Click on help icon next to each field for more details

Enter user ID and password

For more details on any screen, click on Help icon

Enter TAN

Enter the text as displayed in verification Code

Declaration Message will Pop-Up on the Screen

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India logo and the Income Tax Department name are visible. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help.

The main content area shows a notification: "Please check Notices from Assessing Officers regularly und...". A pop-up window titled "Declaration" is centered on the screen. The pop-up contains the following text: "Defaults have been identified in TDS/TCS statements." Below this, there is a checkbox that is checked, followed by the text: "I hereby declare that I will view the defaults in my statement and if required, identify the challans to be tagged to resolve the defaults." At the bottom of the pop-up is a button labeled "I Accept".

Two callout boxes provide instructions: "User has to put a check mark in the box and proceed further." and "Now clicks on 'I Accept' to get the confirmation message." The background interface includes a "Quick Links" sidebar with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. On the right, there are sections for "Customer Care" (Toll-Free: 1800 103 0344, 0120 4814600, contactus@tdscpc.gov.in) and "User Login Details" (TAN / PAN CMBZ03106F, IP: 10.16.120.42, Last logged in on: 07-Nov-2016 at 12:42 PM).

Online Correction Request Flow

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help.

A notification message is displayed in the center of the screen, stating: "Your declaration has been submitted successfully on TRACES." The message has a blue header bar and an "OK" button. An orange callout bubble points to the "OK" button with the text: "Confirmation Message appears on the screen."

The main content area contains a red notice: "Please check Notices from Assessing Officers regularly under Communication Tab". Below this, there are several sections:

- Quick Links:** Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox **New**, Register at E-Filing Site **New**, Request for OLTAS Challan Correction **New**, Tax Payer Grievance Tickets.
- Customer Care:** Toll-Free: 1800 103 0344, 0120 4814600, contactus@tdscpc.gov.in
- User Login Details:** TAN / PAN CMBZ03106F, IP: 10.16.120.42, Last logged in on: 07-Nov-2016 at 12:42 PM

The main content area also lists several actions under "Downloads" and "Profile":

- View challan status and challan correction details
- View TDS-TCS Credit for a PAN and PAN of Tax Payer
- Downloads
 - Download requested form
 - Download Form 16 / 16A
- Profile
 - Update Communication Details


Online Correction Request Flow

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Dashboard | Statements / Payments | **Defaults** | Communications | Downloads | Profile | Help

Request for Defaults Resolution

- 1 Select a row for request for correction
- 1 User can also rectify defaults through Request for Defaults Resolution under Defaults Tab

Defaults Amount	Financial Year	Quarter	Form Type
464600.00	2016-17	Q1	26Q
488870.00	2016-17	Q1	27Q
82920.00	2016-17	Q1	27EQ

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Request for Correction | [Go to Dashboard](#)

Select the row and click on "Request for correction" request will be submitted.

If User clicks on Go to Dashboard then will redirect to dashboard screen

Online Correction Request Flow

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are also visible. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Downloads, Profile, and Help. The main content area contains a message: "Request for correction for Form 26Q of FY 2016-17 and Quarter Q1 has been submitted. Request Number is 54967 and Request Date is 7-November-2016. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this message, there is a button labeled "Go to Track Correction Request". An orange callout box points to this button with the text: "Request Number is generated Click on 'Track Correction Request' to proceed further with Online Correction."

Online Correction Request Flow- View submitted request

Dashboard Statements / Payments **Defaults** Communications Downloads Profile Help

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
07-Nov-2016	54967	2016-17	Q1	26Q	3567XXXXXXXX111	Available	Online			CMBZ03106F			

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[Cancel Statement](#)

Available Status - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'

In Progress Status- User is working on a statement. Clicking on the hyperlink will take user to validation screen

Digital Signature supported KYC Validation contd. (Step 1)

The screenshot shows a web interface for KYC validation. At the top, there is a navigation bar with tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. Below the navigation bar, the main heading is "Choose KYC Flow".

A blue information box contains the following text: "Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature".

Below this, there are two radio button options: "Digital Signature supported KYC validation" (which is selected) and "Normal KYC Validation (Without Digital Signature)".

A section titled "Please select the statement for which you want to provide KYC" contains three dropdown menus: "Financial Year*", "Form Type*", and "Quarter*", each with "--Select--" as the current selection.

At the bottom, another blue information box states: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". Below this is a "Validate DSC" button.

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.


Digital Signature supported KYC Validation contd. (Step 2 & 3)

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Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want to provide KYC

Financial Year* 2014-15 Form Type* 26Q Quarter* Q2

Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

Enter 'Financial Year', Form Type' and 'Quarter' for which KYC will be provided by user (Step 2)

Click on 'Validate DSC' (Step 3)

After validating the DSC, one time KYC page will be displayed for the FY + Qtr + Form Type combination which has been selected by the user.




Digital Signature supported KYC Validation (Step 4 & 5)

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Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities **or** You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation

Please select the statement for which you want to validate

Financial Year* 2013-14 Form Type

Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

 Remember password

Click on 'OK' (Step 5)

Enter 'Password' which was set at the time of installing the certificate (Step 4)

Note: 'Signing data with your private exchange key' **will not be displayed** if security level has been chosen as medium / low during installing DSC in browser / hard token and 'applet window' (as shown in the next screen) will appear directly.

Digital Signature supported KYC Validation (Step 8) – KYC of the FY + Quarter + Form Type selected in Step 2 will be displayed

The screenshot displays a web interface for KYC validation. At the top, there is a navigation bar with links: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. Below the navigation bar, the main content area is titled "Please enter Token Number of Regular Statement Filed for Financial Year, Quarter".

Form fields include:

- Form Type: 26Q
- Financial Year: 2014-15
- Quarter: Q2
- Token Number / Provisional Receipt Number (PRN)*: [Input field]

Below the form fields, there is a section titled "PART 1. Challan Identification Number (CIN) Details / Transfer Ver... Details as quoted in the above Statement".

Checkboxes and instructions:

- Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**
- Please select if the payment was done by book adjustment (for Government Deductors)

An "Important Note" callout points to the first checkbox, stating: "Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to... there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with at least one valid PAN-Amount combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below."

Other callouts provide additional instructions:

- "Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above"
- "Tick in Check Box for NIL Challan or Book Adjustment"
- "Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below"
- "Step 8"

- Authentication Code will not appear on the screen in case DSC Supported KYC
- In one session this manual KYC page (On the basis of input selected by the user) will be displayed only once

Token Number Details (Contd.)

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the statement

Please select if you have ONLY NIL Challan(s) (Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

Please select if the payment was done by book adjustment (for Government Deductors)

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If there is no valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination and also select the checkbox in the PAN Details section below.

Guide to identify a suitable challan

BSR Code / Receipt Number*

Date on which Tax Deposited*
(dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO*
Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher*
Amount (Rs.) (e.g., 1987.00)

CD Record Number

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher

Please select if there are no valid PAN deductor combinations corresponding to the challan(s) mentioned above

1 Please enter three distinct PAN-Amount combinations corresponding to the challan(s) mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement

Total Amount Deposited (Rs.)

Proceed

Tick in check box for nil challan or book adjustment

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

Tick here if you do not have any valid PAN corresponding to above challan details

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

Notes for Validation Screen:

- Authentication code is generated after KYC information details validation, which remains valid for the same calendar day for same form type, financial year and quarter
- Token Number must be of the **regular statement** of the FY, Quarter and Form Type displayed on the screen
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement
- Amount should be entered in two decimal places (e.g., 1234.56)
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details in Part1 must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding amount must be entered
- If there are less than three such combinations in the challan, user must enter all (either two or one)
- CD Record no. is mandatory only in case of challan is mentioned more than once in the statement


Authentication Code Screen

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सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile **Help**

Authentication code valid for today is 4eDRZM
Please copy and save the code given below.

Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

Authentication Code will be available here

Add /Delete Salary Detail – Annexure II

File Correction

TAN	CMB003446C	Original RRR Number	7213XXXXXXXX4116	Latest RRR Number	7213XXXXXXXX4116
Financial Year	2013-14	Quarter	Q3	Form Type	26Q

Type of Correction [View Details](#)

-----Select-----

-----Select-----

Modify / Add Deductee Details

Personal Information

Challan Correction

PAN Correction

Pay 220,LP,LD,Interest, Late Filing Levy

Add Challan To Statement

or Q3 of FY 2013-14 for Form 26Q

Default Summary Details

Sr.No.	Type of Default	Default Amount (Rs.)	Amount Reported As 'Interest / Others' Claimed in the Statement (Rs.)	Payable (Rs.)
1	Short Payment	39000.00	0.00	39000.00
2	Short Deduction	495500.00	0.00	495500.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	15090.00	0.00	15090.00
3(b)	Interest on Late Payment	540.00	0.00	540.00
3(c)	Additional Late Payment interest against the processing of latest correction	NA	NA	NA
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction **	163515.00	0.00	163515.00
4(b)	Interest on Late Deduction	4720.00	0.00	4720.00
4(c)	Additional Late Deduction interest against the processing of latest correction	NA	NA	NA
5	Late Filing Fee u/s 234E			
5(a)	Late Filing Levy	18400.00	1000.00	17400.00
5(b)	Additional Late Filing levy against the processing of latest correction	NA	NA	NA
6	Interest u/s 220(2)	NA	NA	NA
Total Payable (Rs.)				735765.00
Net Payable (Rounded-Off) (Rs.)				735770.00

View Help for Default Summary Details

Select type of correction from the drop downlist and proceed .

Add /Delete Salary Detail – Annexure II : All Deductee

DD Record Number (1)	PAN of the employee (2)	Name of the employee (3)	Deductee Type (4)	Date from which employed with current employer (5)	Date to which employed with current employer (6)	Taxable amount on which tax is deducted by the current employer (₹) (7)	Reported Taxable amount on which tax is deducted by the Previous employer (₹) (8)	Total Amount of Salary (₹) (9)	Deduction under section 16 (ii) (₹) (10)	Deduction under section 16 (iii) (₹) (11)	Income chargeable under the head salaries (₹) (12)	Income (Including loss from house property) under any head other than the head 'Salaries' offered for TDS (section 192(2B)) (₹) (13)	Gross Total Income (₹) (14)
<input type="checkbox"/>	██████████	██████████	W	01-Apr-2013	31-Mar-2014	900,000.00	100,000.00	910,000.00	0.00	0.00	900,000.00	40,000.00	940,000.00
<input type="checkbox"/>	██████████	██████████	W	01-Apr-2013	31-Mar-2014	900,000.00	100,000.00	910,000.00	0.00	0.00	900,000.00	40,000.00	940,000.00
<input type="checkbox"/>	██████████	██████████	W	01-Apr-2013	31-Mar-2014	900,000.00	100,000.00	910,000.00	0.00	0.00	900,000.00	40,000.00	940,000.00
<input type="checkbox"/>	██████████	██████████	W	01-Apr-2013	31-Mar-2014	900,000.00	100,000.00	910,000.00	0.00	0.00	900,000.00	40,000.00	940,000.00

Deleted Row Edited Row (This row has been edited in PAN correction only)

[Delete Deductee](#)

[View Default Summary](#)

[Proceed to correction statement](#)

Deductee row which has been marked for delete by user should be highlighted in red colour

Click here to submit the correction statement



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Action Summary

Action Summary – Submit to Admin User

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Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction: [View Details](#)

Action Summary

Deductee Changes	Correct	Change
Submit To Admin		

Click on Submit to Admin

Above Screen will be appeared in case correction submitted by Sub-user

Action Summary- Admin User

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. To the right, the Government of India Income Tax Department logo is visible. Below the header is a navigation menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The main content area is titled 'Correction Statements Ready For Submission'. A message states: 'Select a row and click on 'View Statement' to view Action Summary screen for the statement'. Below this is a table with the following data:

Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	[REDACTED]

Below the table are two buttons: 'View Statement' and 'Cancel Statement'. Two callout boxes provide instructions: one points to the 'View Statement' button with the text 'Click on 'View Statement' to proceed further', and another points to the table row with the text 'Select the row for action'.

Action Summary- Submit For Processing

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Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Action Summary for Q1 of FY 2013-14 for Form 26Q

Action Summary

Correction Type	Change
Challan Changes	View Corrections
DAN Errors	View Corrections
Deductee Changes	View Corrections

[Submit For Processing](#) [Edit Correction Statement](#) [Back](#)

Click on hyperlinks to view the Action Summary

For editing in correction statement Select " Edit correction statement"

Select 'Submit for Processing' to proceed further

Admin User needs to attached the digital signature and submit the correction

Action Summary- Attach Digital Signature

The screenshot shows the TDS TRACES Web Signer interface. A modal window titled "Web Signer" is open, displaying the TDS logo and "Centralized Processing Cell". The "Content to Sign:" field contains the text: `SCM^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^41000000661`. Below this is a table of digital certificates for selection. An orange callout bubble points to the table with the text "Select and attach digital Signatures".

Common Name	Issuer Name	Serial No
test test test	e-Mudhra Sub CA for Class 2 Gold...	50070
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

Buttons at the bottom of the dialog include "View Certificate", "Sign", and "Cancel".

Action Summary – Token Number Generated

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Downloads, Profile, and a Help icon. A message box in the center states: "Correction statement submitted successfully! Correction statement for FY 2013-14 for Form 26Q has been submitted for processing . Token Number for this statement is 4100xxxxxxxx73. You can check status of statement under 'Statements/Payment'." An orange callout bubble points to the Help icon with the text: "Click on Help icon for help text for this screen". Another orange callout bubble points to the message box with the text: "Message showing that correction statement is successfully submitted".

Note: Please Note down the Token Number for future reference

Default Table

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भारत सरकार Government of India Income Tax Department

Dashboard Statements / Payments **Defaults** Communications Downloads Profile Help

Request for Defaults Resolution

- Select a row for request for correction
- User can also rectify defaults through Request for Defaults Resolution under Defaults Tab

Defaults Amount	Financial Year	Quarter	Form Type
488870.00	2016-17	Q1	27Q
82920.00	2016-17	Q1	27EQ

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Request for Correction Go to Dashboard

Select the row and click on "Request for correction" to close remaining defaults .

If User clicks on Go to Dashboard then will redirect to dashboard screen

Note : Default Table will appear again if user waits for 10 seconds after submitting online correction.

User can also rectify defaults through Request for Default Resolution under Default Tab

The screenshot shows the TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links) and a search bar. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is also present. The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The Defaults menu is open, showing options like View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, Track Request for Tag / Replace Challan, and Request for Defaults Resolution. A table below the menu shows default amounts and financial years. A callout bubble points to the 'Request for Defaults Resolution' option, stating: 'User can click on "Request for Default Resolution" to close the existing demand.'

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Dashboard | Statements / Payments | **Defaults** | Communications | Downloads | Profile | Help

- View Default Summary
- Request for Correction
- Request for Justification Report Download
- Track Correction Request
- View Saved Statements
- Corrections Ready For Submission
- Tag / Replace Challan
- Track Request for Tag / Replace Challan
- Request for Defaults Resolution

Select a row for request for correction
User can also rectify defaults through R

Defaults Amount	Financial Year
488870.00	2016-17
82920.00	2016-17

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Request for Correction | Go to Dashboard

Request for Default Resolution

User can click on "Request for Default Resolution" to close the existing demand.

Note: User can still click on "Request for Default Resolution" under Default Tab to close the defaults.



Notice from Assessing Officer

Notice from Assessing Officer

- In case if action is not taken by the Deductor, notice will be issued by the Assessng Officer .
- User can view the Intimation from Assessing Officer in **“Notices from Assessing Officer Tab”** available under **“ Communicaitons”** Tab.
- User has to select the suitable response from the Drop down list and submit the response to the Assessing Officer.
- Inorder to Download Intimation , user can click on **“ Request for download Intimation”** a request number will be geneated and Intimation can be downloaded from **“ Requested Downloads”** Tab available under **“ Downloads”** Tab.

Notice from Assessing Officer

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links) and a search bar. The TDS logo and 'Centralized Processing Cell' are on the left, and the Government of India logo and 'Income Tax Department' are on the right. The main navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The 'Communications' menu is expanded, showing options like 'Inbox', 'Request for Resolution', 'Resolution Tracking', 'Revoking Paperless Intimation', and 'Notices from Assessing Officer'. A callout bubble points to the 'Notices from Assessing Officer' option with the text: 'Demand from Assessing Officer can be viewed under "Notices from Assesing Officer Tab"'. Below the menu, there are search options (Search Option 1 and Search Option 2) and a search form for 'Search Option 1' with fields for 'Notice / Order Type', 'Date of Issuance', 'From', 'To', and 'Notice Communication Reference Number'.

Note: In case if no action has been taken by the Deductor then notice will be issued by Assessing Officer which can be Tracked under Communication tab.

Notice from Assessing Officer

Notices from Assessing Officer

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

User can select these options to view notices issued from Assessing Officer.

Search Option 1

Notice / Order Type: Date of Issuance (dd-mmm-yyyy) From: To:

Notice Communication Reference Number:

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No.	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response*
04-Nov-2016	Defaults	DIF/20161104/Z/0012	2016-17	Q1	27EQ	Original	3458XXXXXXXX8710	82,920.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0015	2016-17	Q1	27Q	Original	8213XXXXXXXX3574	2,000.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0014	2016-17	Q1	26Q	Original	8213XXXXXXXX3574	2,000.00	-Select-

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View 1 - 3 of 3

User can select the suitable response against intimation issued by Assessing Officer.

Notice from Assessing Officer

Notices from Assessing Officer

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 1

Notice / Order Type: Defaults Date of Issuance (dd-mmm-yyyy): From To

Notice Communication Reference Number:

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No.	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response ^a
04-Nov-2016	Defaults	DIF/20161104/Z/0012	2016-17	Q1	27EQ	Original	3458XXXXXXXX8710	82,920.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0015	2016-17	Q1	27Q	Original	8213XXXXXXXX3574	2,000.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0014	2016-17	Q1	26Q	Original	8213XXXXXXXX3574	2,000.00	<input type="checkbox"/> I will file appeal <input type="checkbox"/> I have already filed Correction Statement <input type="checkbox"/> I will file Correction Statement <input type="checkbox"/> I have already filed appeal <input type="checkbox"/> I will deposit a new challan for payment of defaults

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Use r select the suitable response available in dropdown list and click on "Submit Response" to proceed further.

Note: Response once submitted to the Assessing Officer can not be changed.

Notice from Assessing Officer

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 1

Notice / Order Type: Defaults Date of Issuance (dd-mmm-yyyy): From: To: Go

Notice Communication Reference Number: Go

Notices

Intimation issued by Assessing Officer

Response for selected statement has been submitted successfully to Assessing Officer.

OK

Date of Issuance	Notice / Order Type	Comm Reference No.	Year	Quarter	Type	Type	Amount	Deductor Response*
04-Nov-2016	Defaults	DIF/20161104/Z/0012	2016-17	Q1	27EQ	Original	82,920.00	I will file appeal
04-Nov-2016	Defaults	DIF/20161104/Z/0015	2016-17	Q1	27Q	Original	2,000.00	I have already filed Correction Statement
04-Nov-2016	Defaults	DIF/20161104/Z/0014	2016-17	Q1	26Q	Original	2,000.00	-Select-

Page 1 of 1 View 1 - 3 of 3

Request For Download Intimation Submit Response

Confirmation message will appear after submitting the response .

Procedure to download Intimation form Assessing Officer

Notices from Assessing Officer

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 1

Notice / Order Type: Defaults Date of Issuance (dd-mmm-yyyy): From To

Notice Communication Reference Number:

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No.	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response ^a
04-Nov-2016	Defaults	DIF/20161104/Z/0012	2016-17	Q1	27EQ	Original	3458XXXXXXXX8710	82,920.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0015	2016-17	Q1	27Q	Original	8213XXXXXXXX3574	2,000.00	-Select-
04-Nov-2016	Defaults	DIF/20161104/Z/0014	2016-17	Q1	26Q	Original	8213XXXXXXXX3574	2,000.00	<input type="checkbox"/> I will file appeal <input type="checkbox"/> I have already filed Correction Statement <input type="checkbox"/> I will file Correction Statement <input type="checkbox"/> I have already filed appeal <input type="checkbox"/> I will deposit a new challan for payment of defaults

Page 1 of 1

User can click on "Request for Download Intimation".

Intimation form Assessing Officer is available under “Requested Downloads”

Files Requested For Download

Please download and use latest utility version(2.2) for Justification report requests.

Please select one of the below Search Options
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Request Number Date View All

Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
11-Nov-2016	608263	2016-17	Q1	27EQ	Justification Report	Submitted	-
10-Nov-2016	608262	2016-17	Q1	26Q	AO PAN Error Intimation	Available	
10-Nov-2016	608261	2016-17	Q1	27Q	AO Default Intimation	Not Available	
10-Nov-2016	608260	2016-17	Q1	27EQ	AO Default Intimation	Not Available	
10-Nov-2016	608258	2016-17	Q1	26Q	AO PAN Error Intimation	Available	
10-Nov-2016	608257	2016-17	Q3	27Q	AO Default Intimation	Available	
10-Nov-2016	608256	2016-17	Q1	27EQ	AO Default Intimation	Not Available	
09-Nov-2016	608240	2016-17	Q1	27EQ	AO Default Intimation	Available	
09-Nov-2016	608235	2016-17	Q1	26Q	Justification Report	Available	
08-Nov-2016	608232	2016-17	Q1	26Q	AO PAN Error Intimation	Available	

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Click here to download Intimation

Intimation can only be downloaded if the status of the Request is “Available”

Click here for Password related help **Click here for details on 'Status' and 'Remarks'**

Note: Intimation will be available in PDF format.



TRACES

TDS Reconciliation Analysis and Correction Enabling System

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website**: You can raise your concern on below mentioned numbers
Toll Free Number - 18001030344
Land Line Number - 0120 4814600